



BOOK  
ALERT

an *annotated* listing of recently published,  
work related reading for City of Tempe employees ...

\* If you have requests, comments or suggestions, I can be reached at ext. 5511 or by email at Curt\_Peterson@tempe.gov

BASIC EMPLOYEE SKILLS

- 650.1 Lane, Harlan and Christian Wayser  
L265M **Make Every Minute Count: More than 700 Tips and Strategies that Will Revolutionize How You Manage Your Time.** Marlowe & Co., 2000. *Yesterday - at 10:03 a.m. - I caught myself daydreaming. I'm so embarrassed.*
- 158.4 Maxwell, John  
M465T **The 21 Indispensable Qualities of a Leader: Becoming the Person Others Will Want to Follow.** Thomas Nelson Pub., 1999. *In a pinch you might try substituting for example - a keen interest for passion, or acuity for discernment - but results may vary.*
- 650.1 St. James, Elaine  
S774S **Simplify Your Work Life: Ways to Change the Way You Work so You Have More Time to Live.** Hyperion, 2001. *For starters - I'm going to try to put my backlog in the fireplace.*
- 649.51 Verdick, Dan  
V484B **The Business Traveling Parent: How to Stay Close to Your Kids when You're Far Away.** Robins Lane Pr., 2000. *When it's - GO TO YOUR ROOM AND STAY THERE - I recommend a combination phone, email and fax.*

CAREER

- 650.14 Pace, Diana  
P115C **The Career Fix-It Book: How to Make Your Job Work Better for You.** Sourcebooks Inc., 2000. *You know - it's really hard to reach all the drudgery behind those daily routines, but maybe with a needlenose pliers ....*

COMMUNICATION

- 808.51 Frothingham, Andrew  
F941L **Last Minute Speeches and Toasts.** Career Pr., 2001. *Now you can do your rough draft as you're clearing your throat.*
- 658.452 Hendricks, William; Micki Holliday; Recie Mobley, and Kristy Steinbrecher  
**Secrets of Power Presentations.** Career Pr., 1996. *I would first disconnect any microphone cords before attempting to benchpress the podium.*

808.51 Orben, Robert  
O643S **Speaker's Handbook of Humor.** Merriam-Webster, 2000. *Just relax and get a quip on the situation.*

658.45 Toogood, Granville N.  
T668A **The Articulate Executive: Learn to Look, Act, and Sound like a Leader.** McGraw-Hill, Inc., 1996. *Remember, Babble-onian went out of fashion a long time ago.*

#### MANAGEMENT

658.4056 Caponigro, Jeffrey R.  
C246C **The Crisis Counselor: The Executive's Guide to Avoiding, Managing and Thriving on Crises that Occur in All Businesses.** Barker Bus. Books, 1998. *Consult with an OH KNOW it all.*

658.407124 Fulmer, Robert M. and Marchall Goldsmith  
F973L **The Leadership Investment: How the World's Best Organizations Gain Strategic Advantage Through Leadership Development.** AMACOM, 2001. *If there is too steep a rise in your - What Do They Really Need Me For Index - you better see your broker.*

658.406 Harvard Business Review  
H3395 **Harvard Business Review on Breakthrough Thinking.** Harvard Bk. Sch. Pr., 1999. *If this doesn't help innovation and new ideas surface in your organization, check all management office areas for undetected layers of caliche.*

658.406 Hazeldon Foundation  
T971 **12 Step Wisdom at Work: Transforming Your Life and Your Organization.** Hazeldon Foundation, 2001. *I think with that many steps I'd wait for the elevator.*

361.37068 Lee, Jarene Frances and Julia M. Catagnus  
L478W **What We Learned (the Hard Way) About Supervising Volunteers: An Action Guide for Making Your Job Easier.** Energize Inc., 1998. *Too much patting on the back can lead to bruised shoulder muscles.*

658.452 McGinty, Sarah Myers  
M145P **Power Talk: Using Language to Build Authority and Influence.** Warner Bks. Inc., 2001. *I went straight to the "or else" chapter.*

658.4053 Scott, Gini Graham  
S426W **Work with Me: Resolving Everyday Conflict in Your Organization.** Davies-Black Pub., 1999. *The author presents a new proven method: ERI - emotion, reason and intuition. I doubt that it completely does away with that old proven method: CUSS - coercion, ultimatums, sabotoge, and sulking.*

## SPECIFIC SKILLS

- 363.3786  
B894E Brunacini, Alan V.  
**Essentials of Fire Department Customer Service.** Fire Protection Pub., 2000.  
*When it comes to using the nearest fire hydrant, unless there is a fire in progress, priority should still be given to any neighborhood dogs. And remember to keep a safe distance.*

## WORK ENVIRONMENT

- 650.13  
B692E Bolman, Lee and Terrence Deal  
**Escape from Cluelessness: A Guide for the Organizationally Challenged.** AMACOM, 2000. *OK - I'll give you one clue - the ideas presented here are all bigger than a bread box, at least figuratively speaking.*
- 658.3  
S592T Simmons, Annette  
**Territorial Games: Understanding and Ending Turf Wars at Work.** AMACOM, 1998. *It's important to bring turf battles to a rapid conclusion especially when restrooms remain outside the neutral zone.*
- 613.7046  
Z43O Zeer, Darrin  
**Office Yoga: Simple Stretches for Busy People.** Chronicle Bks., 2000.  
*Somehow, I don't think stretching the hands backward on the clock really helps when you're running short on time.*